



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Career Ladder Position with interim step leading to outplacement/promotion to an ASSISTANT BILL CLERK I
DEPARTMENT:	BILL CLERK
SUMMARY:	See Attached Position Classification
OFFICE HOURS:	Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.
SALARY RANGE:	Pay Band 5: \$44,199 - \$68,508 Pay Band 6: \$49,199 - \$78,258
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	March 20, 2009
DEADLINE FOR APPLICATIONS:	March 27, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Code:

**Career Ladder Position with interim step leading to outplacement/promotion to an
ASSISTANT BILL CLERK I position**

Department: Office of the Senate Bill Clerk

Reports to: Bill Clerk

PERSONS ELIGIBLE TO APPLY

Current Secretary of the Senate (SOS) employee:

Equal to or Above SOS PB5: If pay band 5, successful candidate will be slotted in at their current pay level with a promotional increase. If above pay band 5, employee will be slotted in at their current pay. Candidates will not be slotted in above the maximum of the pay band 5. **Below SOS PB5:** successful candidate will be slotted in either at their current salary within pay band 5 and then given a promotional increase commensurate with their experience, skill and abilities or at the minimum of the pay band if it provides a promotional increase, as applicable.

Non-Secretary of the Senate employee:

Successful candidate will be slotted into SOS Pay Band 5 in Phase I commensurate with their experience, skills and abilities.

This is a career ladder position in the Bill Clerk's Office of the Legislative Group. An individual selected for the career ladder position will be placed into SOS Pay Band 5 in Phase I for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan for Phase I, the individual will be given a non-competitive promotion to an Assistant Bill Clerk I position SOS Pay Band 6. Regular merit procedures will not apply during Phase I, as a promotional increase will be given based on performance at the completion of the development phase.

After outplacement/promotion to Assistant Bill Clerk I, employee will become part of/return to the standard annual merit-review program.

NATURE OF WORK

This is administrative work assisting in the recording and reporting of sensitive and historical legislative information for the Bill Clerk's Office. Work includes learning the applicable processes involved in assigning bill numbers and recording and tracking the status of legislative activity of the Senate in the Document Management System (DMS) and Legislative Information System (LIS). Work is bound by the Senate Manual and specific

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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office policy and procedure, but requires periodic independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Applies policies and practices in recording legislative activity of the Senate in the official ledgers, DMS, and LIS; assigns bill numbers and maintains file of amendments submitted to

bills and resolutions for consideration on the Senate floor; enters amendment information into LIS; prepares amendments for publication in the *Congressional Record*; prepares and transmits referred amendments to appropriate committee per the direction of the Parliamentarian; and assists in tracking floor status of pending amendments and bills in DMS and LIS to provide the current and accurate status of legislation to Senate staff, press and public.

Enters vote information into the DMS and LIS from the official Vote Tally Sheet prepared by the Legislative Clerk; records cosponsors requests to bills and amendments in DMS and the official bill ledger; monitors parliamentary status of measures; records changes in status in DMS and the official bill ledgers, and writes the action line correctly on the front of legislation in preparation for printing by the GPO; prepares cover sheets for the Morning Business section of the *Congressional Record* when resolutions are submitted, bills are printed in the *Record* and when statements are submitted with new legislation; processes committee reported bills and written reports; and forwards legislation needed by the Enrolling clerk when processing is completed by the Bill Clerk. Prepares and edits Morning Business copy for the Congressional Record. Performs other duties as assigned.

Cross-trains with other legislative offices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. This position is tied to the Senate Floor Schedule and requires working extended and unscheduled hours as dictated by the Senate.

INITIAL REQUIREMENTS for Phase I: Applicants must address the following:

Work requires a Bachelor's Degree in Political Science, History, Civics or related field, with one to three years of legislative administrative experience preferable; providing the applicant with the following knowledge, skills and abilities:

MINIMUM QUALIFICATIONS

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Basic knowledge of the legislative process, Senate procedures and organization.

Ability to memorize and recall information easily and accurately.

Ability to quickly and accurately recognize Senators by sight and voice.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded.

Ability to use computer and relevant software programs.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

**REQUIREMENTS for Outplacement/Promotion to Assistant Bill Clerk I
(SOS Pay Band 6): Successful completion of Phase I - Demonstrated ability to
perform the ESSENTIAL FUNCTIONS of the position:**

In addition to the requirements in Phase I above, demonstrated ability to work independently; ability to recognize issues and seek technical guidance from senior staff.

Demonstrated knowledge of the legislative process, Senate procedures, organization and congressional documents/terminology.

Demonstrated Knowledge of GPO legislative formats, styles, languages, and processes.

Demonstrated Knowledge of Amendment process.

Demonstrated ability to recognize Senators by sight and voice.

Demonstrated ability to use computer programs utilized in the Bill Clerks Office as well as other legislative offices as required.

Demonstrated ability to perform all functions required in the Bill Clerk's Office.

Demonstrated ability to prepare and edit copy for the Morning Business section of the Congressional Record for the Senate.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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